

Instructions for completing the

2008-2009

IDEA Part B and PreSchool Application

Login Screen

2008-2009
IDEA Part B and PreSchool Application

Login Screen

District :

Password :

Please use Microsoft Internet Explorer 5.XX or higher to run this application
Best viewed with 1024x768 resolution
If you need assistance, please contact Lester Wyer at (208) 332-6916, or ldwyer@sde.idaho.gov

To enter your district's application, select your district or school from the District drop-down list.

Enter your LEA password and click on . The passwords are the same as they have been for the last several years, but if you do not know the Part B application password please contact Sherry McKnight at 332-6910 or email SRMcKnight@sde.idaho.gov.

On the Welcome page, click on . This will take you to the **Contact Information** page. Each item of information must be completed. Please be sure that all information provided is current and accurate, especially email addresses.

If there are charter schools within your district, the area below will appear on this page. You must select each charter school on the drop-down list and then print the Assurance form for the charter school. The form must be completed with a charter school official, and signed by both the school district and the charter school.

If the charter school receives any flowthrough Part B funds from the district, the charter school budget form must be printed, completed, and signed by a district official and a charter school official.

A copy of both of these signed forms must be mailed to the SDE.

Assurance for Charter Schools

For each Charter School operating as a public school within your district, a Charter School Assurance form is required with this application. Select **"Print"** for each Charter School on the list below. An Assurance Form and Budget form will be printed for each. The Assurance Form must be completed and signed by an official of both the district and the charter school. The budget form must be completed for Charter Schools that receive IDEA Part B flowthrough funds as a sub-recipient of the district. A copy of the signed budget form should be mailed to the SDE along with the Assurance form.

[Print Assurance Form](#)[Print Budget Form](#)

Two other areas appear at the bottom of this page:

Is the LEA applying for PreSchool funds? ☒ Yes ☐ No

☐ The school district has determined that there are no private schools located within the boundaries of the district. *(If the district check this box, it is not necessary to complete the form. However, if the SDE determines that there are private schools within the district, the district's application may be disapproved)*

A few small elementary districts and the charter LEAs do not apply for Preschool funds. If you change the default here to No, you will not see the Preschool budget forms and will not need to complete them.

If you are certain that there are no private schools that meet the IDEA and Idaho definitions of an elementary or secondary private school within the boundaries of the district, check this box.

At any time you are working on this page you may click the [Save](#) button at the bottom of the page. This ensures that all work you have done to that point is

saved before exiting. If you click [Save & Continue](#) your work is saved and you proceed to the Main Menu page.

IDEA Part B and PreSchool Application 2008-2009

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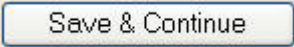


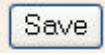
[Submit Application & Print Assurance Pages](#)

[Logout](#)


Each of the forms that must be completed is displayed in the list on the left of the screen. To enter the working version of each form, click on the underlined title of the form, **NOT** on the printer icons to the right of the title. These printer icons will take you to a print version of the form, but any work entered on the form cannot be saved.

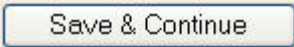
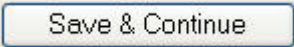
When you click on **IDEA Part B Budget Forms** you will enter the **IDEA Part B SCHOOL AGE BUDGET FOR 2007-2008** (includes 2006-2007 Carryover)


You should complete this form before completing the **IDEA Part B SCHOOL AGE FLOW THROUGH BUDGET FOR 2008-2009** since carryover from the 2007-2008 budget is calculated and automatically moved to the 2008-2009 budget when you enter amounts expended on the 2007-2008 budget and click 

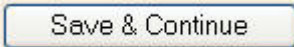
Note that at any time you are working in a budget form, you may click  to ensure that all the work you have done to that point is saved.

Please note that on the **IDEA Part B SCHOOL AGE BUDGET FOR 2007-2008**

there is a  button. By clicking here you can find additional information about completing these budget forms.

After completing the expenditures column of this form and clicking  you will proceed to the **Coordinated Early Intervening Services** page. If you are not budgeting any funds for CEIS (either required or discretionary) leave the option button checked **No**, you will not need to do anything on this page, just click .

If, however, you are going to budget up to 15% of your Part B funds for CEIS, click **Yes**. You will then need to complete the amount budgeted, and a detailed Narrative of how you intend to use these funds. Note that there is a link to [Allowable Uses](#) above the Narrative field and a  at the top of the page.

When you have completed the form, click  and you will proceed to the **IDEA Part B SCHOOL AGE FLOW THROUGH BUDGET FOR 2008-2009**. Note that any amount you have budgeted for CEIS is entered at the top right of this budget form and that the Resulting Budget Amount remaining for you to budget is entered.

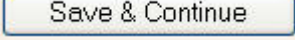
IDEA Part B SCHOOL AGE FLOW THROUGH BUDGET FOR 2008-2009.

On this form you will budget your district's school age allocation for 2008-2009 plus any carryover calculated when you completed the expenditures on the 2007-2008 school age budget form.

Note that there are  and  buttons to assist you in completing this form.

Important Notes about this form:

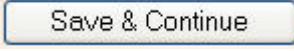
- Please provide enough detail in the required description fields to adequately describe how the funds will be used. Do not just reenter the account code description.
- Enter all amounts for Professional Development in the line near the bottom of the page, not in the Purchased Services area.

After you have completed this budget form and click , you will be returned to the Main Menu page.

When you click on the link to **IDEA Part B Preschool Budget Forms** you will enter the

IDEA Part B PRESCHOOL BUDGET FOR 2007-2008

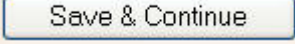
(includes 2006-2007 Carryover)

You should complete this form before completing the **IDEA Part B PRESCHOOL FLOW THROUGH BUDGET FOR 2008-2009** since carryover from the 2007-2008 budget is calculated and automatically moved to the 2008-2009 budget when you enter amounts expended on the 2007-2008 budget and click .

Maintenance of Effort Assurance Form



buttons are available on this page to assist in

completing the form. When you click , if the amount of actual expenditures for 2007-2008 in the second column indicates a reduction in general fund special education expenditures, you will proceed to the **Allowances for Exceptions to Maintenance of Effort** for 2007-2008 form. If any of the allowable reasons is applicable to the reduction amount, complete this form. Each time you click the **Yes** option button, an amount field appears that must be completed. The SDE will factor in these allowances when determining if your district's actual expenditures meet the maintenance of effort requirements. After completing and saving the form, it must be printed, signed and mailed to the SDE along with the signed Maintenance of Effort Assurance form.

if the amount of budgeted expenditures for 2008-2009 in the third column indicates a reduction in general fund special education expenditures, you will proceed to the **Allowances for Exceptions to Maintenance of Effort** for 2008-2009 form. If any of the allowable reasons is applicable to the reduction amount, complete this form. Each time you click the **Yes** option button, an amount field appears that must be completed. The SDE will factor in these allowances when determining if your district's budgeted general fund expenditures meet the maintenance of effort requirements. After completing and saving the form, it must be printed, signed and mailed to the SDE along with the signed Maintenance of Effort Assurance form.

Contracted Personnel not on IBEDS for 2007-08

This is an identical report to the **Contracted Personnel not on IBEDS**

except it is for the 2007-08 school. We are required to report this data by November 1, 2008 and have determined that the data we have is incomplete. Please report this data for last school year as completely and accurately as possible. In the future there will only be only one of these forms.

Note that even if you have no personnel to report on this form, you must save the

form by clicking on or . This ensures that we have complete data.

Contracted Personnel not on IBEDS

IDEA requires that each state report annually to the U.S. Department of Education data regarding Personnel (in full-time equivalency of assignment) employed *and* contracted to provide special education and related services for children with disabilities. The data collected in IBEDS is incomplete for the purpose of gathering information about contracted personnel working with these children. Report, ***as accurately as possible***, the number and FTE of each of these personnel categories that the district will contract with for services in the current year. You should report all personnel, regardless of whether the contract is with an individual or an agency, who are not reported in IBEDS. Note that for some of these categories you must be careful to report only that portion of FTE spent working with children with disabilities.

Note that even if you have no personnel to report on this form, you must save the

form by clicking on or . This ensures that we have complete data.

Non-District Agencies providing Special Education Services

Report each on this form each agency with which the district contracts for services to any special education student for at least 4 hours per day. You must report all information completely and accurately, including contact person, telephone, and email. Report the total number of students for which the district contracts as well as the grade levels. Report all of the services that the agency provides.

District Information for Private School children and Private school funding calculations

Unless you have indicated that there are no private schools within the district boundaries by checking the box on the contact page, you must complete these forms and at least one private school must be listed on the form. Each private school, including parochial schools, within the district that meets the IDEA definition of an elementary or secondary school (note the link to the regulations providing these definitions) must be listed with all information entered, including

the total current enrollment of the school, and each school listed must be contacted for consultation. Only those preschools and kindergartens that are part of an elementary school (includes grade 1 or higher) must be included here. Incomplete listings of private schools may cause the district's application to be disapproved.

Once you have listed all of the private schools within the district, click on

[Goto Next Page](#)

. The second page of the **District Information for Parentally-placed private school children** is where you will enter information on the numbers of these children evaluated and determined eligible for services, detail on the consultation process and services provided, and a report of numbers of children served and amounts expended in the previous year. The last section of the form calculates the amount of current year funding that the district must set aside and expend for any of these children determined eligible for services under this section of IDEA law and regulation. Note that on the general Assurances page there are links to the regulations regarding services to parentally-placed private school children with disabilities.

Annual Excess Cost Calculation

This is a new form this year. It is required by IDEA law and regulation. Note the link at the top of the form to the regulations and the Appendix describing the process of making the calculation. Be as complete and accurate as possible entering the required financial information – the program will make the necessary calculations. When you have completed and Saved the form, it must be printed, signed and mailed to the SDE.

Assurances and application submission

The final form in the application is the general Assurances page. Read all of the assurance carefully (note the links to regulations requiring these assurances) then complete bottom section of the form:

LEA Number:	STATE OF IDAHO (999)
Name of Superintendent or authorized official:	<input type="text"/>
Title:	<input type="text"/>
<div>Print Version Return to Main Page Save Save & Return to Main Page Check Application Status</div> <div>Final Submit Application</div>	

After saving the form, click [Print Version](#). Note that in the print version of the assurances there are usually 2 pages to print. Click on

[Print Assurance Page 1](#)

to print page 1. This page must be initialed and included with the signed page 2. Click on [Go to Assurance Page 2](#) then

[Print Assurance Page 2](#)

. Page 2 must be signed by a district or LEA official. Return both pages to the SDE by mail.

Note on printing forms: Any of the forms that must be printed and signed should only be printed using the **Print Version** button! Using this feature will properly format the form to one page with proper signature lines and date areas. Do not use File, Print or the printer icon at the top of the page!
Forms can only be printed properly after saving.

After completing and printing the Assurances pages, it is recommended that you click on **Check Application Status**. The system will check to determine if all components of the application have been completed. If the check indicates that your application is ready for submission

Are you ready to submit your application for review?

PLEASE NOTE

By clicking YES, you are certifying that your application is complete and correct. Your application will be submitted for review. No additions or corrections to your data will be possible.

Yes

No

Click on **Yes** and your application is submitted.

THANK YOU

You have successfully submitted your application for review

You can still view your application.
However, no additions or corrections to your data will be possible.

Please Note: The following application components must be printed, signed and mailed (no faxes, please) to the SDE before the application is complete:

- Maintenance of Effort Assurance form (all districts and LEAs)
- Allowance for Exceptions to Maintenance of Effort (if applicable)
- CEIS Budget Information Form (if applicable)
- Assurances - Pages 1 and 2 (all districts and LEAs)
- Charter School Assurance forms (districts where applicable)
- Charter School Budget form (districts where applicable)

Please mail the documents above to:

Lester Wyer
Special Education Funding and Accountability Coordinator
State Department of Education
PO Box 83720
Boise, ID 83720-0027

Exit